



California Housing Finance Agency
Job Opportunity

Student Assistant
Vacancy #339

Salary Range	\$8.14-10.83 (depending on number of college units earned)
Final File Date	January 12, 2011
Division	Loan Servicing Section, File Room Unit
Specific Location	1040 Riverside Parkway, Suite 100, West Sacramento, 95605 <i>Loan Servicing is located in a facility that offers FREE PARKING!</i>
Tenure & Time base	Temporary & Part Time
Number of Positions	Two
Questions?	Contact Tanishia Hodge at 916-326-8020, thodge@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	Employment as a Student Assistant is based on continued enrollment in a college program.
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: California Housing Finance Agency Attn: Tanishia Hodge, MS 1410 P.O. Box 4034 Sacramento, CA 95812-4034</p> <p>Applications are available at the State Personnel Board's web site at www.spb.ca.gov or by contacting CalHFA.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #339, STUDENT ASSISTANT.</p>
Duties	<p>CalHFA is a small department located downtown at 500 Capitol Mall Drive. Our organization is close to light rail and other forms of public transportation.</p> <p>Under the close supervision of the Housing Finance Chief (Single Family) and the lead of the Housing Finance Specialist (Single Family), the Student Assistant performs the following duties and responsibilities:</p> <p><u>Essential Duties and Responsibilities:</u></p> <p>75% File insurance declaration sheets, verification of mortgage forms, correspondence, loan documents, and payoff demand statements in loan files.</p> <p>10% Identify correspondence, loan documents and payoff demand statements in loan files.</p> <p>10% Box up files to be sent to archives.</p> <p><u>Marginal Duties and Responsibilities</u></p> <p>5% Other duties as required.</p>

1/3/2011